

The Swiss Canadian Chamber of Commerce Ontario (SCCC)
is looking for a
Business Development Advisor
(independent part-time contract position)

Main Tasks

1. **Coordination and implementation of the Service Performance Agreement for Export and Invest Promotion (SPA);**
2. **Acquisition of new export support mandates** for Swiss/Liechtenstein companies in the Greater Toronto Area (GTA);
3. **Lead implementation of export support mandates** for Swiss/Liechtenstein companies in the GTA, including selection, integration and supervision of additional local consultants;
4. **Serve as a contact point and resource for free of charge individual consulting (IC) sessions** for Swiss/Liechtenstein companies looking at expanding their activities in the GTA;
5. **Serve as a contact point for Canadian companies in the GTA interested at expanding into Europe.** This includes documentation of mature investment projects;
6. **Report** to the Board of Directors of SCCC. **Communicate** regularly about the objectives and activities under the SPA. This includes participation in board meetings and monthly events of SCCC, interaction with individual members of SCCC and the use of social media, newsletter, website, etc;
7. **Close collaboration with the Swiss Business Hub Canada**, which is located in Montreal. This task includes a detailed activity reporting.

Requirements (must have):

1. **Personality:** Proactivity, flexibility, ability to learn and adapt quickly, results driven;
2. **Management experience:** at least 10 years of working experience in management positions (incl. project management or consulting);
3. **Track record:** Extensive network in the GTA; link to Switzerland; familiar with specific challenges of export oriented small and medium sized companies;
4. **Degree:** Bachelor degree in business administration, law or engineering (or equivalent);
5. **Languages:** English;
6. **Status:** Working permit and ability to be hired as a consultant/advisor

Requirements (additional):

1. In depth knowledge and network in one of our key industries in trade promotion (cleantech, transport/mobility, ICT or life sciences / medtech);
2. Work experience with a Swiss multinational company is a plus;
3. Any additional official Swiss language (German, French or Italian) is a plus;
4. Ideally, the person we are looking for can provide a postal address and access to office space with a meeting room in downtown Toronto

Interested?

Applications with CV and motivation letter should be sent to: sccc.ontario@gmail.com

Application deadline: April 27, 2018.

Interviews are scheduled to take place in Toronto during the week of April 30, 2018.